Attendance Policy

Statement of intent

At Caversham Preparatory School, we believe that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources - can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils, and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Legal Basis

This policy is written to comply with the The Education (Independent School Standards) Regulations 2014 part 3 paragraph 15 (as amended by Sch. 1 para. 4(2) in the The School Attendance (Pupil Registration) (England) Regulations 2024):

'The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024'

Additionally, the policy has regard to statutory guidance, Working Together to Improve School Attendance (Aug 2024) to comply with the The Education (Independent School Standards) Regulations 2014 part 3 paragraph 7(b)

'The standard in this paragraph is met if the proprietor ensures that—
(b) such arrangements have regard to any guidance issued by the Secretary of State.'

Policy Requirement (Working Together, WT)

WT para 26, sets the expectation that schools must have a clear school attendance policy which all leaders, staff, pupils, and parents understand.

Furthermore it sets out the requirement of an attendance policy at a minimum:

- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence.
- The name and contact details of the school's Senior Attendance Champion.
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day to day basis (such as a form tutor, attendance officer etc) and for more detailed support on attendance (such as a head of year, pastoral lead or family liaison officer etc).
- The school's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.
- How the school is promoting and incentivising good attendance.
- The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
- Details of the National Framework for Penalty Notices and when Notices to Improve, penalty notices or other legal interventions will be sought if support is not appropriate (e.g. for a holiday in term time), not successful, or not engaged with.

Roles and Responsibilities

The name and contact details of the school's Senior Attendance Champion.

Role	Person	Contact Details
Senior Attendance Champion	Andrew Lawson	Email: andrewlawson@cavershamschool.com Phone: 01189 478684

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and
- policies.

- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints
- Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing from Education Policy in place and that this is regularly reviewed and updated.

The Head is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and
- procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer (Champion) is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil's name being deleted from the admission and attendance register unless exceptions apply.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Not attending school without an authorised reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- Academic assessments or School visits
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Absence due to shopping, looking after other children, or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- **Missing 10% or more** of schooling across the year for any reason

Definition of Children Missing Education (CME):
Children of compulsory school age whose whereabouts and circumstances are unknown to the local authority, or those who have been out of education for 20 school days or more, despite their whereabouts being known.

Definition of Compulsory School Age

In England, compulsory school age starts the term after a child turns five, meaning they must begin full-time education by the term following their fifth birthday, with specific cut-off dates (31 Dec, 31 Mar, 31 Aug) determining the exact start term.

Nursery Children
Children at Caversham Preparatory School may start in the Nursery from 3 years, but are not of compulsory school age until the term in which they turn 5 years old. We do however, register our Nursery children twice a day (if applicable) for Safeguarding reasons and apply the same reporting protocol of checking with parents if a Nursery child is not in the Nursery by 9.10am as we do with the rest of the school.

Attendance expectations – 96%
The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

Requesting a Leave of Absence

Parents are required to request certain types of absence in advance.

All requests for absence must be in writing to the school office, and will be authorised by the Head Teacher.

The decision to grant leave will be at the sole discretion of the Head Teacher, taking the best interests of the pupil and the impact on the pupil's education into account.

The Head Teacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Daily Absence Procedures

Parents are responsible for notifying the school by email or phone call if their child is absent of any reason. Contact details are as follows:

Contact Details
Email: office@cavershamschool.com Phone: 01189 478684

Parents are required to make contact before 9:00am on the first day of their child's absence.

Parents are required to provide a brief explanation for the absence (illness etc) and where relevant how long the absence will last (e.g. they have a doctor's appointment and will be in after lunch).

School office staff will then mark the pupil absent in the attendance system.

The school office will always contact the parent if a child fails to arrive for registration without an explanation and will aim to do this by 09:30. Pupils who are late are asked to register in the school office.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the School may invite the pupil's parent into to school to discuss the reasons for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Morning Registration

Registration is taken in all classes at the start of the day 08:50.

The registration period runs for 30 minutes from 08:50am-09:20am

- Pupils who are present at the time of registration are marked as '/' for present.
- Pupils who are not present at the time of registration but arrive during the registration period are marked as 'L' for late.
- Pupils who are not present at the time the registration is closed and are not marked as absent by the school office are marked as 'N'.
- Pupils who arrive after the registration has closed have their code changed from 'N' to 'U' when they register in the school office.
- Children (those below compulsory school age) who are not present and are not normally expected to be attending that session are marked as 'X' for not required.

Afternoon Registration

Registration is taken in all classes after lunch at 13:00 by the duty teacher.

The registration period runs for 30 minutes from 13:00-13:30

- Pupils who are present at the time of registration or are known by their teacher to be attending a lesson with another teacher (e.g. music or lamda lessons) are marked as '\' for present.
- Pupils who are not present at the time of registration but arrive during the registration period are marked as 'L' for late.

- Pupils who are not present at the time the registration is closed and are not marked as absent by the school office are marked as 'N'.
- Pupils who arrive after the registration has closed have their code changed from 'N' to 'U' when they register in the school office.
- Children (those below compulsory school age) who are not present and are not normally expected to be in school for this session are marked as 'X' for not required.

Absence procedures

Parents will be required to contact the school office via telephone or email before 8:55am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by 09:15am to report the absence, office staff will contact the parent by telephone call.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the School will invite the pupil's parent into to school to discuss the reasons for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 95% a stage 1 letter (Appendix 3) will be sent out to parents offering support if needed.

If after 2-3 weeks there is no improvement or if the percentage decreases further, a stage 2 letter will be sent out. Further concerns will trigger a formal meeting with the pupil's parents and an Attendance Action Plan will be created. Stage 3 will normally comprise of some Early Help strategies.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will report the situation to the Reading Local Authority (LA) Education Welfare Officer who will help monitor and record. The school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Attendance & Admissions Register

Designated staff members will enter the electronic attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.
- Other coded reasons within the drop down menu.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The codes are listed in Appendix 1

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register using the most appropriate code.

Every entry received into the attendance register will be preserved for six years.

Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Head – the decision to grant or refuse the request will be at the sole discretion of the Head, taking the best interests of the pupil and the impact on the pupil's education into account. The Head's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. If child needs time off for an appointment or family event, this must be approved by the school in advance. To request permission, parents must fill out a Leave of Absence request that can be found on the Parent App. The request must provide the reason for the proposed absence and the dates and/or times during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where absence is granted, the Head will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence. Persistent unauthorised absence will result in a referral to the EWO, which could then lead to legal action. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.
The school may seek advice from the religious body in question where there is doubt over the request.

Attending an interview for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for admission to another school.

Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant a leave of absence to accommodate a pupil on a part-time timetable. In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

Parent travelling or occupational purposes

If a pupil is travelling with their parents as a result of the parents' business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parents will be encouraged to ensure that the pupil can attend the school where they are travelling to and be dual registered at that school.

SEND - and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there have been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporarily late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the register in the school office. A member of staff will always be available before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The Head reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Head's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.

Absence in exceptional circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- The transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel.
- Part of the school premises is closed, and the pupil cannot be practically accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 9:00am and 1.00pm, where the teacher will record the attendance. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Head is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. Please see Missing Pupil Policy for procedures to be followed in the event of a pupil going missing whilst at school.

The Head will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The head will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Having a weekly class teacher review.

The school will use attendance data, in line with the '**Monitoring and analysing absence**' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the needs of the pupils whom the intervention is designed to target.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there is at least one additional emergency contact for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Head in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

The school will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control,

e.g. they are related to issues within the pupil's family; the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:
LAC (Looked After Children)

- Young carers
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or PCP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High

Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in **Regulation 9 of the School Attendance Regulations.** These are:

- **Registration at another school:**

The pupil's name must be deleted unless a school attendance order is in force, the pupil is a mobile child and the school is their main school, or the proprietor has agreed with someone with control over the pupil's attendance that the pupil can be registered at multiple schools.

- **Completion of nursery education:**

If the pupil has completed nursery education and would be transferred to a higher year group, but the school doesn't have reasonable grounds to believe they will return, their name must be deleted.

- **Registration at other schools:**

If the pupil is also registered at one or more other schools and the school doesn't have reasonable grounds to believe they will return, their name must be deleted.

- **School attendance order revoked:**

If a school attendance order is in place and is then revoked because the child is receiving suitable education elsewhere, the pupil's name must be deleted.

- **Written notice from parent:**

If a parent has given written notice that the pupil will no longer attend the school and will receive education elsewhere, and that date has passed, the pupil's name must be deleted (unless a school attendance order is in place).

A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who
- the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will
- begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The start of the school day varies for year groups but is between 8.00 and 8.30, pupils will be in their form room, ready to be registered at this time. Pupils will have a 30 minute morning break at 10:30am (Juniors) and 11.00am (Seniors), and a lunch break staggered from 11.30am which will last for up to an hour. Pupils will be expected to

have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 08:30am. Pupils will receive a late mark if they are not in their form room by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- Pupils not accounted for will be marked as an "N" until the school is aware of their whereabouts.
- The afternoon register will be marked by 1:00pm at staggered times across the

year groups.
- The afternoon register will close at 1:10pm.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Monitoring and Reporting

Poor attendance often becomes habitual, so prevention and early intervention are essential. The key to achieving this is regular, detailed data analysis—both to identify pupils or groups needing immediate support and to spot historic and emerging patterns across the school and develop strategies to address this.

At Caversham Prep, we **monitor and analyse weekly attendance patterns and trends**, delivering targeted interventions and support for pupils and families. Analysis should go beyond headline percentages and include individual pupils, cohorts, year groups, and punctuality.

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half- termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

Data Recording and Retention

The admission and attendance records are held on a database (Capri MIS) which has been developed in house to conform with the 2024 regulations and working together.

The system ensures that data is preserved for six years (beginning with the day on which the entry was made).

The system provides a printable report that the attendance & data admin will print and file on a monthly basis on the first day of the new month for the previous month. These printed reports are held for six years after the end of the school year it relates to.

Any changes to the admissions or attendance data tables are recorded in such a way that the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the user who made the amendment are also recorded.

Staff Training

Improving attendance requires not only an understanding of relevant guidance and regulations but also the ability to work effectively with families to remove barriers and safeguard pupils.

Caversham Prep will have annual attendance training at the September Inset and at induction of new staff that use the attendance system. All relevant staff understand:

- The importance of good attendance, and that absence is often a symptom of wider circumstances, with reference to safeguarding.
- The legal requirements for schools, including register keeping, and the school's strategies and procedures for tracking, following up, and improving attendance.
- The processes for working with external partners to provide intensive support for pupils who need it.

Dedicated attendance training is provided for staff with specific attendance responsibilities, the Attendance Champion. This training includes:

- Skills to interpret and analyse attendance data.
- and any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Appendix 1 - Register Codes

Register Codes - Pupil in School

Code	Explanation	Statistical Note

/	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending
\	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending
U	Arrived after registration closed	Unauthorised Absence

Register Codes - Pupil on Activity

Code	Explanation	Statistical Note
V	Educational visit or trip	Attending an approved educational activity
P	Participating in a supervised sporting activity	Attending an approved educational activity
K	Attending education provision arranged by the LA	Attending an approved educational activity
W	Work experience (not relevant for our school)	Attending an approved educational activity
B	Attending any other approved educational activity	Attending an approved educational activity

Register Codes - Authorised Pupil Absence

Code	Explanation	Statistical Note
M	Medical or dental appointments	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
X	Non-compulsory school age pupil not required to attend school. Note this code should only be used if the child is not expected to be in school for the session.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised Absence
C	Leave of absence for exceptional circumstance	Authorised Absence
R	Religious observance	Authorised Absence
I	Illness	Authorised Absence
E	Suspended or permanently excluded	Authorised Absence
C1	Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination	Authorised Absence
T	Parent travelling for occupational purposes	Authorised Absence

Register Codes - Unauthorised Pupil Absence

Code	Explanation	Statistical Note
G	Holiday not granted by the school	Unauthorised Absence
N	Reason for absence not yet established	Unauthorised Absence
O	Absent in other or unknown circumstances	Unauthorised Absence

Register Codes - Not Counted in Statistics

Code	Explanation	Statistical Note
D	Dual registered at another school	Not a possible attendance
Q	Unable to attend the school because of a lack of access arrangements	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance

Code	Explanation	Statistical Note
Z	Prospective pupil not on admission register	N/A
#	School Closed (Holidays, Half Term, Inset etc)	N/A

Appendix 2 – Attendance Monitoring Procedures

Caversham Preparatory School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the Principal.

2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the attendance officer daily.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. If a pupil's attendance falls to **95 percent**, the attendance officer organises for a staff member to speak to the pupil and/or their parents to discuss any issues or problems to ascertain how the school can help to improve their attendance.
5. If a pupil's attendance falls below **95 percent**, a letter is sent home raising concerns
6. that their attendance has fallen below the school's expected standard.
7. If a pupil's attendance falls below **90 percent,** a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
8. The pupil's attendance is monitored for **two weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
9. After the **two-week** monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **95 percent**.
10. If targets are not met, the attendance officer makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional **four weeks**, the matter may be referred to the Education Welfare Officer (Local Authority).

Appendix 3 – Attendance Letter 1

Dear XXXX,

Caversham Preparatory School has high expectations in relation to attendance, and pupils are expected to maintain a 95% minimum. To put the percentages into context, 95% attendance across the year is equal to 9 days of missed school. If this drops to 85%, a pupil has missed five weeks of their education. For this reason, attendance is monitored at several checkpoints over the year and letters offering support and guidance are sent out to the parents of pupils whose attendance levels are of concern.

Following a review of attendance across all year groups, XXXX's attendance currently sits below 90%, which is of concern. Research has shown that there is a strong link between attendance and achievement, and whilst I accept that there may have been legitimate reasons for a number of XXXXXX's absences, I am concerned that XXXX has missed a significant number of days of their education this academic year. If your child is experiencing difficulties in attendance matters, or you feel that there is something we can do support their attendance, then please contact the school at the earliest opportunity and talk to your child's tutor/class teacher in the first instance. We will do all we can to help.

Please can I ask going forward that you ensure where possible that medical and dental appointments are made outside of school hours unless they are specialist hospital appointments or there is a medical/dental emergency. Furthermore, a child should only remain at home if feeling significantly ill and I would suggest that a child is encouraged to attend school with low level ailments such as tiredness, runny noses, coughs or sore throats and then be assessed by the school nurse if there is a deterioration in their health during the school day. Finally, where possible, holidays should always be booked for outside of the school term dates.

I will continue to monitor XXXX's attendance over next term and I look forward to seeing an improvement. Should their attendance continue to remain low or it further declines, I will be contacting you again to invite you in to see what can be done to get attendance levels moving in the right direction.

To confirm, you do not need to take any direct action following this letter, however, should you have any concerns or queries please do speak XXXXX's class teacher in the first instance.

Policy Administration

Linked Policies

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Children Missing Education Policy
- Admissions Policy

Quoted Legislation

- Keeping Children Safe In Education (KCSIE) 2025
- The Education (Independent School Standards) Regulations 2014
- The School Attendance (Pupil Registration) (England) Regulations 2024):
- Working Together to Improve School Attendance (Aug 2024)

Review Schedule

This policy is reviewed annually or when new legislation is enacted, or guidance is published.

Update and Review Log

Updated/ Reviewed By	Date	Notes
A Lawson	Oct 2021	Updated to reflect changes in KCSIE
A Lawson	Apr 2022	Updated procedures and forms
A Lawson	May 2022	Updated formatting, added section on agency and third party

A Lawson	Aug 2022	Updated to reflect changes in KCSIE September 2022
J Lawson	August 2022	Reviewed for staff CPD at the start of the new term
J Lawson	January 2024	New regulations
A Lawson	August 2025	Reviewed and minor changes made